

**COMMAND INSPECTION PROGRAM (CIP)
UNIT ENVIRONMENTAL COMPLIANCE CHECKLIST
MARCH 2007**

YES NO N/A

I. General

- | | | | |
|--|-------|-------|-------|
| 1. Has a unit environmental compliance officer (ECO) and alternate been appointed on orders? | _____ | _____ | _____ |
| 2. Have the ECOs completed the Fort Jackson ECO Course? | _____ | _____ | _____ |
| 3. Is a file maintained at your unit that includes: | | | |
| a. FJ Hazardous Waste Minimization and Hazardous Waste Management Plan? | _____ | _____ | _____ |
| b. FJ Regulation 200-8, Environmental Protection and Enhancement? | _____ | _____ | _____ |
| c. ECO appointment orders? | _____ | _____ | _____ |
| d. ECO Course Certificates? | _____ | _____ | _____ |
| e. Site-specific spill plans? | _____ | _____ | _____ |
| f. Attendance roster of the annual Environmental Awareness training provided by ECO? | _____ | _____ | _____ |

II. Hazardous Material (HM)

- | | | | |
|--|-------|-------|-------|
| 1. Have personnel who are exposed to HM completed Hazardous Material Communications (HAZCOM) training from the post Safety Office? | _____ | _____ | _____ |
| 2. Are Material Safety Data Sheets (MSDS) located near HM handling and storage areas? | _____ | _____ | _____ |
| 3. Has a HM Manager been appointed for each HM storage area? | _____ | _____ | _____ |
| 4. Has the HM Manager been trained by the Hazardous Substance Management System (HSMS) Support Office? | _____ | _____ | _____ |
| 5. Are Hazardous Material Tracking Forms (HMTFs) completed and up to date (monthly requirement)? | _____ | _____ | _____ |
| 6. Are the HMTFs sent to the HSMS Office by the 10 th of each month? | _____ | _____ | _____ |
| 7. Is the amount of HM in storage limited to short-term needs? HM MUST NOT BE STOCKPILED!!! | _____ | _____ | _____ |

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
8. Are non-hazardous or less hazardous materials used whenever possible?	_____	_____	_____
9. Is the HM inventory checked before more material is procured?	_____	_____	_____
10. Are stocks rotated to prevent shelf-life expiration and deterioration of containers?	_____	_____	_____
11. Are HM storage areas inspected frequently for evidence of spills and spoilage?	_____	_____	_____
12. Are containers of HM closed and in good condition (no leaks, dents, or odors)?	_____	_____	_____
13. Are containers properly labeled as to their contents?	_____	_____	_____
14. Are incompatible materials separated from each other?	_____	_____	_____
15. Are storage areas protected from rain?	_____	_____	_____
16. Are storage areas located on a paved surface, away from storm drains, to prevent soil or water contamination if a spill should occur?	_____	_____	_____
17. Is excess HM immediately returned to the supplier or manufacturer (if unopened) or the Reuse Center (if opened)?	_____	_____	_____
18. Are flammable materials (i.e. oil-based paints, POL) stored in accordance with FJ Fire Department regulations?	_____	_____	_____

II. Hazardous Waste (HW) and Universal Waste (UW)

1. Have personnel who handle HW received the required annual HW management training?	_____	_____	_____
2. Are HW training records available for inspection?	_____	_____	_____
3. Has all waste been evaluated to determine the proper disposal method?	_____	_____	_____
4. Are Material Safety Data Sheets (MSDS) located near HW storage areas?	_____	_____	_____
4. Are all containers of HW and UW kept closed and secured except when adding or removing waste?	_____	_____	_____
6. Are all HW containers properly labeled with a yellow/red HW label?	_____	_____	_____

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7. Are HW containers in good condition (no leaks, dents or rust) and compatible with the HW stored in them?

8. Are containers of incompatible waste separated from each other?

9. Are containers of HW stored in a covered and secure area, on pallets, on a paved surface, and away from storm drains?

10. Are containers of flammable waste grounded?

11. Are containers of HM and HW separated in the storage area?

12. Is the area kept neat through good housekeeping practices?

13. Is the area free of ground stains from POL and/or other spills?

14. If HW is collected in a Satellite Accumulation Area (SAA), then check the following:

a. Are the containers of HW maintained at or near the point of generation?

b. Does the SAA have a sign identifying it as a **“HAZARDOUS WASTE SATELLITE ACCUMULATION AREA - NO SMOKING”**?

c. Is the total accumulation of HW less than 55 gallons?

d. If more than 55 gallons of HW has accumulated, has the “Accumulation Start Date” been entered on the label?

e. If more than 55 gallons of HW has been accumulated, is the excess HW delivered to DRMO or placed in a Container Storage Area within 72 hours?

f. Is a site-specific spill response plan posted at the SAA?

g. Is the SAA inspected at least weekly?

15. If the unit has a Container Storage Area (CSA), then check the following:

a. Is the “Accumulation Start Date” entered on each HW label?

b. Has paperwork been initiated to have the HW delivered to DRMO or

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transported off post within 90 days of the "Accumulation Start Date"?	_____	_____	_____
c. Does the CSA have a sign identifying it as a "HAZARDOUS WASTE CONTAINER STORAGE AREA – NO SMOKING" ?	_____	_____	_____
d. Is the CSA Inspection Form completed weekly and on file?	_____	_____	_____
e. Is spill response equipment, a communication device, fire control equipment, and an alarm system available at the storage site?	_____	_____	_____
f. Have the FJ Fire Department, Environmental Management Office, hospital, and police been supplied with a layout of the CSA and the types of HW stored?	_____	_____	_____
g. Is a copy of the Installation Spill Contingency Plan available at the CSA?	_____	_____	_____
16. Are HW and UW, such as light bulbs and batteries, disposed IAW the HWM2 Plan?	_____	_____	_____
17. Are non-HW, such as antifreeze, used oil, and used oil filters, disposed IAW the HWM2 Plan?	_____	_____	_____
18. Are asbestos containing parts (brake shoes, clutch plates, and equipment insulation) being removed, collected, and disposed of properly?	_____	_____	_____
19. Are all asbestos containing materials (ACM) such as floor tiles, ceiling tiles, and sheetrock being properly maintained to prevent release of airborne fibers?	_____	_____	_____

III. Pollution Prevention (P2)

1. Are procedures in place to reduce municipal solid waste (i.e., trash) and HW?	_____	_____	_____
2. Is paperwork double-sided to reduce paper usage?	_____	_____	_____
3. Are personnel recycling cardboard, newspapers, magazines, white ledger paper, mixed paper, glass, steel, aluminum, plastic #1 & #2, and inkjet cartridges?	_____	_____	_____
4. Are recycling containers free of trash?	_____	_____	_____
5. Are trash containers free of recyclables?	_____	_____	_____
6. Is all yard waste and bulky trash taken to the Mulch Site on Golden Arrow Road?	_____	_____	_____
7. Are all standard sized pallets (48"x42" or 48"x40") returned to the shipper,	_____	_____	_____

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reused, or recycled?	_____	_____	_____
8. Are all non-standard sized pallets returned to the shipper, reused, or taken to the Mulch Site?	_____	_____	_____
9. Is excess food brought back from the field returned to the DFAC instead of being thrown away?	_____	_____	_____
10. Are procedures in place to reduce food waste?	_____	_____	_____
11. Are dumpster lids closed to prevent accumulation of rainwater?	_____	_____	_____
12. Are energy and water conservation measures in place?	_____	_____	_____
13. Does the purchase of recycled content and other environmentally preferred products take precedence over products made from virgin materials?	_____	_____	_____

IV. Spill Prevention

1. Does the unit have a site-specific spill plan that includes spill prevention and response procedures? A general plan can be found in the HWM2 Plan.	_____	_____	_____
2. Have personnel been trained in spill response procedures?	_____	_____	_____
3. Is on-site spill prevention and control equipment adequate (overpack drum, absorbent material, broom, shovel, POL absorbent pads)?	_____	_____	_____
4. Are there adequate dikes or containment structures around POL storage facilities?	_____	_____	_____
5. Are used oil or other possible pollutants stored in DOT approved containers?	_____	_____	_____
6. Are oil, fuel, or other hazardous substance spills reported to the FJ Fire Department? (Call 911 or 751-3117)	_____	_____	_____
7. Is the area free of ground stains from POL and/or other spills?	_____	_____	_____
8. Are spills and contaminated soils cleaned up and disposed of properly in accordance with the Environmental Management Office guidelines?	_____	_____	_____
9. Are drip pans used under vehicles/equipment and POL containers where spills are likely to occur?	_____	_____	_____

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V. Washracks

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|--|-------|-------|-------|
| 1. Are vehicles or equipment washed only at authorized washracks that are equipped with an operational oil/water separator? | _____ | _____ | _____ |
| 2. Is steam-cleaning equipment used only in authorized washracks? | _____ | _____ | _____ |
| 3. Is the vicinity around the washrack(s) free of contaminated soil and ground stains? | _____ | _____ | _____ |
| 4. Are signs present that indicate whether soaps or other materials are approved for use? (contact the EMO for approval). | _____ | _____ | _____ |
| 5. Are metal gratings, oil water separators, catch basins and floor drains in good condition and free of debris and sediment build up? | _____ | _____ | _____ |
| 6. Is the inside of the washrack free of oil and/or fuel spills? | _____ | _____ | _____ |
| 7. Are treatment devices such as oil/water separators and grease traps properly maintained, serviced, and fully operational? | _____ | _____ | _____ |
| 8. Are vehicle maintenance activities excluded from the washrack area? | _____ | _____ | _____ |

VII. Stormwater Pollution Prevention

- | | | | |
|---|-------|-------|-------|
| 1. Is the facility an industrial facility that is addressed in Fort Jackson's Stormwater Pollution Prevention Plan? | _____ | _____ | _____ |
| If yes, also answer questions 1.a through 1.c | | | |
| a. Is the facility's site specific Stormwater Pollution Prevention Plan readily available for use and inspection? | _____ | _____ | _____ |
| b. Is the BMP Implementation Schedule up-to-date? | _____ | _____ | _____ |
| c. Is proof of stormwater awareness training available? | _____ | _____ | _____ |
| 2. Are storage areas protected from rain? | _____ | _____ | _____ |
| 3. Are storage areas located away from storm drains? | _____ | _____ | _____ |
| 4. Is adequate spill control equipment in stock? | _____ | _____ | _____ |
| 5. Are drip pans used for leaking vehicles that are parked outdoors? | _____ | _____ | _____ |

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6. Are storm drains kept clear of leaves and debris?

7. Are personnel ensuring that water, soap, kitchen grease, or garbage is not discharged into the street, storm drain, or on the ground?

VIII. Field Training

1. Have commanders checked with Range Control and Range Scheduling for environmental restrictions for the area in which they propose to train and had Range Control Technicians show them any environmental restrictions in the field prior to sending a unit to a training area.)

2. Are vehicles parked or driven only in authorized areas?

3. Is all waste (litter, ammunition brass, etc.) being properly policed and removed? (It is against the law to burn or bury trash.)

4. Are endangered or threatened species identified and protected? (For assistance/questions call the Wildlife Office, 4-4793).

5. Are archeological or historical sites protected? (For assistance/questions call the Wildlife Office, 4-7153).

6. Have all personnel been instructed not to excavate, remove, damage, or modify archaeological sites or materials prior to going to the field? (If artifacts are found, such as arrowheads or pottery, mark the site, protect the site, and call the Wildlife Office, 4-4793. Archaeological artifacts are federal property and must not be removed.)

7. Has approval been obtained prior to cutting or removing any tree? (For approval, call the Forestry Office, 4-4622).

8. Are units using hardwood (scrub oak) leaves and branches, or camouflage netting for camouflage, not pine trees? No part of a pine tree can be cut without approval from the Forestry Office. (Call 4-4622 for assistance).

9. Are units reporting all wildfires to Range Control? All wildfires must be reported to Range Control, even if the unit has extinguished the fire.

10. Does the unit properly dig and cover all fighting positions according to procedures in Range Regulation FJ 350-14?

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11. Does the unit have designated and approved refueling points in the field?	_____	_____	_____
12. Do refueling operation SOPs address practices to minimize spills?	_____	_____	_____
13. Is there material on hand to clean up a spill (spill kits)?	_____	_____	_____
14. Have personnel been trained in spill response procedures?	_____	_____	_____
15. Are all fuel spills reported to the FJ Fire Department? (Call 911 or 751-3117)	_____	_____	_____
16. Do units cross streams and ditches only at bridged crossings?	_____	_____	_____
17. Are units avoiding filling or excavation of wetland areas? Refuse, used equipment, or anything else may not be disposed of in wetlands. (wetlands may not be filled or excavated without appropriate permits from DLE.)	_____	_____	_____
18. Are units avoiding washing vehicles in natural bodies of water and using only designated vehicle wash facilities and equipment?	_____	_____	_____
19. Are communication and barrier wires being collected?	_____	_____	_____
20. Are leaders inspecting the range and training areas before obtaining Range Control Clearance?	_____	_____	_____
21. Are environmental concerns addressed in the unit's evaluation report and included in After Action Reports?	_____	_____	_____

Remarks:

Completed by: _____

Date: _____